

Charter Timeline of Legal Requirements

Deadline	Task	Reference
July 1	<u>Artificial Intelligence Report</u>	<u>T.C.A. § 49-13-118</u>
T.C.A. § 49-13-118 states the governing body of a public charter school shall adopt a policy regarding the use of artificial intelligence by students, teachers, and staff for instructional and assignment purposes. The policy must be implemented in each public charter school no later than the 2024-25 school year. By July 1, each year the governing body shall report to the department of education of its compliance with this section. The report must include the adopted policy and describe how the governing body will enforce the policy in the upcoming school year.		
August 1	<u>Projected Charter Office Budget</u>	<u>SBE Rule 0520-14-01-.05</u>
SBE Rule 0520-14-01-.05 mandates authorizers to submit a projected charter school office budget for the upcoming school year to the state board of education by August 1. The state board of education shall post the budgets to its website by August 15.		
August 31	<u>Charter Management Organization (CMO) Annual Financial Report</u>	<u>T.C.A. §49-13-127</u>
T.C.A. § 49-13-127 requires each charter management organization (CMO) as defined in <u>T.C.A. §49-13-104</u> to file an annual financial report with the comptroller of the treasury that details transactions between the CMO and any charter school operated by the CMO in Tennessee.		
September 1	<u>Fall Charter Agreement Amendment Letter of Intent</u>	<u>T.C.A. § 49-13-110(d)</u> <u>Charter Commission Rule 1185-01-01-.04</u>
T.C.A. § 49-13-110(d) and Charter Commission Rule 1185-01-01-.04 requires each governing body of a public charter school that desires to materially modify any provision within its charter agreement to file an amendment petition letter of intent with the authorizer and the charter commission by September 1 of the school year preceding the school year in which the proposed amendment will take effect for any material modification. A non-exhaustive list of examples constituting material modifications can be found in Charter Commission Rule 1185-01-01-.04.		
October 1	<u>Fall Charter Agreement Amendment Petition</u>	<u>T.C.A. § 49-13-110(d)</u> <u>Charter Commission Rule 1185-01-01-.04</u>
T.C.A. § 49-13-110(d) and Charter Commission Rule 1185-01-01-.04 requires each governing body of the public charter school that submits an amendment petition letter of intent with the authorizer and the charter commission by September 1 to file an amendment petition application with the authorizer and the charter commission by October 1.		

Deadline	Task	Reference
December 1	Annual Authorizer Fee Report	T.C.A. § 49-13-128(f)
T.C.A. § 49-13-128(f) requires each authorizer to annually report to the state board of education the total amount of authorizer fees collected in the previous school year, and the authorizing obligations fulfilled using the fee. The state board of education provides guidance on the completion of the report.		
December 3*	Letter of Intent for New Start Application	T.C.A. § 49-13-107(a)
T.C.A. § 49-13-10(a) states that 60 days before the application process begins, a prospective public charter school sponsor shall submit a letter of intent to the authorizer and charter commission of its plan to submit an application to operate a charter school. *The letter of intent is due 60 days before the application is due, so this date can fluctuate. The charter commission shall make letters of intent received available on its website no later than 10 days from the date it was received.		
January 1	Annual Authorizer Report and Waiver Report	T.C.A. § 49-13-120(c) SBE Rule 0520-14-02-.01(4)
T.C.A. § 49-13-120(c) mandates each authorizer submit an annual authorizer report, which includes all locally approved waivers, by January 1 of each year to the state board of education . Authorizers must report on all active waivers for all authorized charter schools, including the expiration date, within the annual authorizer report.		
January 1	Charter Agreement Renewal Performance Report (Year 9)	T.C.A. § 49-13-121(c)
T.C.A. § 49-13-121(c) mandates authorizers to submit a performance report that reflects the renewal evaluation of the public charter school to the charter school three months prior to the renewal application submission date.		
January 1	Charter School Interim Review (Year 5)	T.C.A. § 49-13-121(k)
T.C.A. § 49-13-121(k) mandates that authorizers conduct an interim review of a public charter school in the fifth year of the school's initial period of operation and in the fifth year following any renewal of a charter agreement. Authorizers must use guidelines established by the state board of education.		
January 15	Spring Charter Agreement Amendment Letter of Intent	T.C.A. § 49-13-110(d) Charter Commission Rule 1185-01-01-.04
T.C.A. § 49-13-110(d) and Charter Commission Rule 1185-01-01-.04 requires each governing body of the public charter school that desires to materially modify any provision within its charter agreement to file an amendment petition letter of intent with the authorizer and the charter commission by January 15 of the school year preceding the school year in which the proposed amendment will take effect for any material modification. A non-exhaustive list of examples constituting material modifications can be found in Charter Commission Rule 1185-01-01-.04.		
February 1**	New Start Application	T.C.A. § 49-13-107(b)
T.C.A. § 49-13-107(b) Requires that prospective charter school sponsor seeking to establish a public charter school shall prepare and file an application with the authorizer on or before February 1 of the year preceding the year in which the proposed public charter school plans to begin operation. The sponsor must use the application template developed by the state board of education. **The application is due on February 1 of each year unless it falls on a weekend or holiday. If that occurs, the application is due on the next business day. The authorizer must report each application received to the charter commission no later than 10 days from the date of receipt of the application.		

Deadline	Task	Reference
February 1	Charter Agreement Renewal Resolution	T.C.A. § 49-13-121(d)
T.C.A. § 49-13-121(d) mandates that the authorizer , to which a renewal application was submitted, rule by resolution on the approval or denial of the renewal application on or before February 1 of the year in which the charter agreement expires.		
February 14	<u>Spring Charter Agreement Amendment Petition</u>	T.C.A. § 49-13-110(d) Charter Commission Rule 1185-01-01-.04
T.C.A. § 49-13-110(d) and Charter Commission Rule 1185-01-01-.04 requires each governing body of the public charter school that submits an amendment petition letter of intent with the authorizer and the charter commission by September 1 to file an amendment petition application with the authorizer and the charter commission by February 14.		
April 1	<u>Charter Renewal Application</u>	T.C.A. § 49-13-121(a)
The governing body of a public charter school must submit a renewal application to its authorizer no later than April 1 of the year prior to the year in which its charter agreement expires. T.C.A. § 49-13-121 sets forth the procedures by which a renewal application may be submitted. The authorizer must report applications received to the charter commission no later than 10 days from the date of receipt.		
April 15	Enrollment Projections for New and Expanding Charter Schools	SBE Rule 0520-14-01-.03(f)(1)
Pursuant to SBE Rule 0520-14-01-.03(f)(1), the initial financial allocations for new public charter schools or public charter schools adding new grade(s) are funded based on the anticipated enrollment within the charter agreement unless the authorizer and public charter school mutually agree on a projection of enrollment not to exceed any enrollment maximums or caps set forth in the charter agreement. By April 15, each year, authorizers must verify with the department of education the projected enrollment counts of new and expanding public charter schools to be used for funding.		
May 1	<u>Underutilized or Vacant Property Report</u>	T.C.A. § 49-13-136(c)(2)
T.C.A. § 49-13-136(c)(2) mandates each authorizer to submit a <u>comprehensive listing of all underutilized or vacant properties</u> to the department of education and the comptroller of the treasury . Authorizers must also publish this information on their website.		
As soon as practical after June 30	<u>Annual Financial Audit</u>	T.C.A. § 49-13-127(b)(2)
T.C.A. §§ 49-13-127 (b)(2) requires the governing body of the public charter school to furnish an annual audit to the chartering authority, the commissioner and the comptroller of the treasury .		
30 days prior to the opening of the application window	Lottery Pre-Approval	T.C.A. § 49-13-113(d)(7)(A) <u>Enrollment & Lottery Guidance</u>
T.C.A. § 49-13-113 allows a public charter school that intends to conduct an enrollment lottery to submit a request to the department of education to review and approve the lottery process in lieu of obtaining certification from an independent accounting firm or law firm. The department of education requires submission of lottery processes at least 30 days prior to the opening of the application window.		

Deadline	Task	Reference
Within 30 days of completing the lottery	Lottery Certification	T.C.A. § 49-13-113(d) Enrollment & Lottery Guidance
T.C.A. § 49-13-113 requires each public charter school that conducts an enrollment lottery to verify the lottery was conducted in compliance with state statute. The public charter school shall provide certification by an independent accounting firm or by a law firm that each lottery conducted for enrollment purposes complied with the requirements of this section to the department of education within 30 days of completing the lottery.		
No Later than 10 Days After Decision	Approval or Denial of Charter Applications	T.C.A. § 49-13-108(g) T.C.A. § 49-13-121(i)
T.C.A. § 49-13-108(g) and T.C.A. § 49-13-121(i) mandate each authorizer to report the approval or denial of any charter school application to the department of education and the charter commission no later than 10 days after the decision. The authorizer must also provide a copy of the resolution with the decision and the reasons for the decision.		
No Later than 10 Days After Decision	Revocation of Charter Agreements	T.C.A. § 49-13-122(g)
T.C.A. § 49-13-122(g) mandates each authorizer to report its decision to revoke a charter agreement to the department of education and the commission no later than 10 days after the decision. The authorizer must also provide a copy of the resolution with the decision and the reasons for the decision.		
Within 30 Days of Request	Request for Student Information Sharing	T.C.A. § 49-13-132
T.C.A. § 49-13-132 mandates that authorizers provide, at no cost, student directory information requested by another authorizer or public charter school within its geographical boundaries within 30 days of receiving the request.		
30 Day Notice	Notification Regarding Possible Revocation	T.C.A. § 49-13-122(e)
T.C.A. § 49-13-122(e) mandates that authorizers notify a public charter school in writing of the possibility of revocation at least 30 days prior to the decision and include the reasons for the possible revocation.		
120 Day Notice	Notification of Grade Band Change	T.C.A. § 49-13-110(e)
T.C.A. § 49-13-110(e) mandates that if an LEA's local board of education changes the grade bands for its schools as defined in T.C.A. § 49-6-301, the board must notify each public charter school authorized by the LEA at least one hundred twenty (120) days before the changes are implemented. This allows the charter school to seek an amendment to its charter agreement.		
Prior to Implementation	Waiver Requests to the Commissioner of Education	T.C.A. § 49-13-111(p) SBE Rule 0520-14-02-.02
T.C.A. § 49-13-111(p) allows a public charter school to submit waivers to either the chartering authority or the commissioner of education . SBE Rule 0520-14-02-.02 sets forth the procedures for submitting requests to the commissioner of education. The commissioner of education shall notify the public charter school of its decision to approve or deny a waiver request within 30 days of receipt. Unless otherwise stated, all waivers granted by the commissioner shall be granted for one-year terms.		
Annually	Governing Board Training	T.C.A. § 49-13-111(o) SBE Rule 0520-14-01-.07
T.C.A. § 49-13-111(o) requires the governing body of a public charter school to participate in training annually and provide documentation of such training to the authorizer . SBE Rule 0520-14-01-.07 provides information on the approval of training courses and training course requirements. State Board Policy 6.112 provides the list of training courses approved for charter school governing body members.		